

CITY OF KENT
POSITION DESCRIPTION

Position Inventory Number: _____

Classification Specification: COURT SECURITY OFFICER

Salary Range: NR27

Position Description (Working Title): Chief of Security

Incumbent: _____

Location: Kent Municipal Court

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GENERAL PURPOSE:

Under the direction of the Court Administrator, maintain order and security in the Municipal Court facility.

Work is characterized by performing a variety of courthouse responsibilities both inside and outside the facility to ensure the safety of all court users. Duties and responsibilities include, but are not limited to, maintaining order and security in the Municipal Court house; monitoring security scanner and weapons detector; conducting security inspections; and reporting and recording all incidents that threaten security. Because of the nature of court operations, the incumbent may be required to deal with difficult and sometimes hostile individuals requiring the use of conflict management skills.

Work is performed under limited supervision. The supervisor sets the overall objectives and resources available. The incumbent and supervisor work together to develop the deadlines, projects, and work to be completed. The incumbent is responsible for the work, plans and carries out the assignment, resolves most conflicts that arise, and interprets policies on own initiative in terms of established objectives. The incumbent keeps the supervisor informed of progress, potentially controversial matters, or far reaching implications. Work is reviewed in terms of feasibility, compatibility with other work, or effectiveness of results.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Maintain order and security in the Municipal Court; to include staff, the public, and prisoners.

Monitor security scanner and weapons detector at the courthouse entrance; respond appropriately to unruly and/or out of control individuals within the court facility and in the near vicinity.

Conduct scheduled and random security inspections; notify court staff of potentially dangerous individuals.

Maintain equipment and uniforms for all security personnel.

Coordinate schedules for all security personnel to include Night Court coverage.

Must carry a firearm and qualify quarterly.

Report and record all incidents that threaten security.

Assist the judicial staff in the courtroom which includes, but is not limited to, fingerprinting; issuing citations; and removing individuals, as necessary.

Maintain and operate Portable Breathalyzer Test unit.

Research special security projects as assigned by the Court Administrator.

Take and maintain custody of in-court commitments; arrange for the transfer of prisoners between the Municipal Court, Corrections facility, and/or other jurisdictions.

Assist and direct visitors to courtrooms, telephones, and restrooms; aid public in emergency situations; and maintain the security lockers available to the public.

Coordinate and train for court evacuation procedures.

Represent the Municipal Court at Emergency Management meetings; maintain emergency supplies and equipment.

Inspect the Municipal Court facility, equipment, and grounds to identify safety hazards, maintenance problems, and unsafe working conditions; correct and/or report maintenance deficiencies and safety hazards as appropriate.

Provide training for staff and security personnel when needed.

PERIPHERAL DUTIES:

Perform related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

KNOWLEDGE OF:

- Municipal Court and related law enforcement practices and procedures
- Municipal government policies, procedures, structure, operations, and objectives
- Correct usage of English grammar, spelling, punctuation, and vocabulary
- Safety planning methods and techniques
- Recordkeeping techniques
- Applicable federal, state, and local laws, codes, regulations, policies, and procedures
- County and State agencies and offices involved in court-related activities

- Weapons, explosive devices, and electronic scanning devices

SKILLED IN:

- Excellent interpersonal skills using tact, patience, and courtesy in order to establish and maintain effective working relationships with employees, other departments, city staff, city officials, and the public
- Proficient in the use of all office equipment, including personal computers and related software applications
- Creating safety plans to ensure safety

ABILITY TO:

- Interact with emotionally distraught, irate, and combative individuals
- Handle emergency and conflict situations in a calm and effective manner with minimal supervision
- Apply safe work practices and recognize unusual, insufficient, or dangerous operating conditions
- Communicate effectively both orally and in writing
- Use judgment and initiative in carrying out operations within a general set of rules, regulations, and legal prescriptions
- Establish and maintain cooperative and effective working relationships court staff, other law enforcement agencies, and other City departments
- Interact with others utilizing tact, patience, and courtesy
- Work effectively with ethnic communities and citizens from diverse backgrounds
- Resolve conflicts and negotiate efficiently
- Work independently with minimal direction
- Respond to common inquiries or complaints from victims, witnesses, outside agencies, or the public
- Apply common sense understanding to solve practical problems
- Maintain confidentiality of sensitive materials and information
- Read, interpret, apply, and explain codes, rules, regulations, policies, and procedures related to the City of Kent Municipal Court
- Comprehend and follow oral and written directions
- Fluently read and write the English language, using proper grammar, spelling and punctuation

EDUCATION AND EXPERIENCE REQUIRED:

Education: High school diploma, general education degree (GED), or equivalent; and,

Experience: Three (3) years of responsible experience in law enforcement or facility security.

Or: In place of the above requirements, the incumbent may possess any combination of relevant education and experience which would demonstrate the individual's knowledge, skill, and ability to perform the essential duties and responsibilities listed above.

LICENSES AND OTHER REQUIREMENTS:

- United States citizen
- Not less than 21 years of age at the time of hire
- Must meet minimum medical and health standards adopted by the Civil Service Commission
- Positions in this class must meet Civil Service Rules and Regulations
- Must possess a Washington State Drivers License, or the ability to obtain one within thirty (30) days of employment
- Firearms qualification every four (4) months; CPR re-certification every twelve (12) months; Portable Breathe Tester (PBT) certification; Washington State Criminal Information Center (WASIC) certification – Access training
- Successful completion of the Washington State Criminal Justice Training Commission's basic law enforcement academy or equivalency academy, within the time frame required by Washington State Law.

MACHINES, TOOLS, AND EQUIPMENT USED:

Typical business office machinery and equipment include, but is not limited to, personal computer including spreadsheet and word processing software, printers, telephone, fax and copy machines, calculator, copier, firearms, security equipment, metal detector, and other police related equipment.

The incumbent may also be required to operate a City vehicle

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use arms, hands and fingers to reach, handle, feel, or operate objects, materials, tools, equipment, or controls; frequently required to sit, stand, walk, hear, and talk normally with or without mechanical assistance; occasionally required to lift in excess of 50 pounds; frequently required to sit or stand for extended periods of time; bending, reaching, standing for extended periods of time as needed.

WORKING CONDITIONS:

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of his job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Work is performed primarily in a courthouse with moderate to excessive noise level; prone to interruptions substantiated by walk-in employees, applicants, citizens, etc. Occasionally, the

incumbent is subject to driving from site to site. The employee may be contacted by disgruntled and hostile defendants, litigants, citizens, customers, or employees requiring the ability to work under pressure, ability to quickly adjust to changing priorities and demands, and requiring conflict-management skill. The noise level in the work environment is usually moderate in the courthouse.

Employees in this classification may be required to work varying shifts including nights and weekends as assigned by management.

SIGNATURES:

Incumbent's Signature Date

Supervisor's Signature Date

Approval:

Department Director/Designee Date

Employee Services Director/Designee Date

**Note: This document will be reviewed and updated annually at the time of the employee's performance appraisal; when this position becomes vacant; or, if the duties of this position are changed significantly.

Revised: 7/13/09